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## Bankers EDI Council

National Automated Clearing House Association

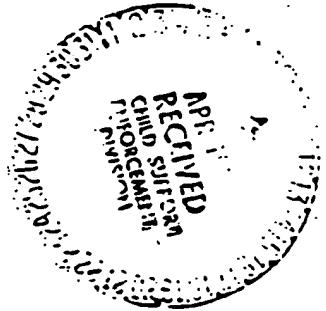
Date: March 28, 1997

To: Association Executives

From: Priscilla C. Taylor, NACHA

Re: New Publication - *Child Support Application Banking Convention: A Guide for Child Support Enforcement Entities & Their Financial Institutions.*

Enclosed is a copy of the Bankers EDI Council's most recent publication the *Child Support Application Banking Convention: A Guide for Child Support Enforcement Entities & Their Financial Institutions*. The Bankers EDI Council published a similar document in 1996 for the employer and their financial institution. The new publication takes the banking convention a step further to assist the Child Support Enforcement Entities accept automated child support payments and transmit them to agencies in other locations. This publication is available for the same price as the first child support publication.



Exh. b. + I

# **CHILD SUPPORT APPLICATION BANKING CONVENTION:**

## **A GUIDE FOR CHILD SUPPORT ENFORCEMENT ENTITIES & THEIR FINANCIAL INSTITUTIONS**



### **BANKERS EDI COUNCIL**

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National Automated Clearing House Association  
607 Herndon Parkway, Suite 200, Herndon, VA 20170  
703/742-9190 (phone), 703/787-0996 (fax), [bedic@nacha.org](mailto:bedic@nacha.org) (e-mail)

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## PREFACE

This *Guide* was prepared by the Bankers EDI Council of the National Automated Clearing House Association (NACHA). The Bankers EDI Council was formed in 1989 to provide the banking industry with an opportunity to assume a leadership position in the evolution of electronic data interchange (EDI). The mission of the Bankers EDI Council is to assist the banking industry in meeting the EDI needs of its corporate customers. The members of the Council work together to promote the growth and use of financial EDI, to create educational tools to support corporate EDI requirements, to develop implementation guidelines and banking industry conventions, and to interact with other EDI stakeholders.

The Bankers EDI Council has produced a number of helpful guides, including *EDI and Payments: Getting Started*, *EDI Payments Capable Guidelines*, *Corporate Financial EDI User Guide*, *Health Care Financial EDI User Guide*, *820 Implementation Guides*, *828 Implementation Guide*, *Mapping Corporate ACH Formats To/From the ASC X12 820 Transaction Set*, *EDI Capable Questionnaire*, *Tax Payment (TXP) Banking Convention*, *Electronic Dealer Drafting Banking Convention*, *Financial EDI Facts*, *Child Support Application Banking Convention: A Guide for Employers & Their Financial Institutions* and the *Electronic Tax Payment Facts*. If you have any questions about the Bankers EDI Council or its publications, please contact NACHA, 607 Herndon Parkway, Suite 200, Herndon, Virginia 20170 (telephone: 703/742-9190, fax: 703/787-0996, e-mail: [bedic@nacha.org](mailto:bedic@nacha.org)).

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## **L PURPOSE & SCOPE**

The purpose of this guide is to provide Child Support Enforcement (CSE) entities and their financial institutions with the current formats, definitions and implementation recommendations to electronically receive and remit child support payments and payment information through the ACH Network according to the conventions and standards supported by the banking and child support enforcement communities. This method speeds up the withholding process and allows the child support entity to realize the numerous benefits of electronic data interchange (EDI) and electronic funds transfer (EFT).

The Child Support Application Banking Convention provides an employer with an electronic method to transmit child support obligations withheld from employees' wages to CSE entities by means of Automated Clearing House (ACH) credit payments. The child support payments, which are originated by the employer's financial institution through the ACH Network, transfer the funds and payment information electronically, thereby offering the employer a more attractive alternative to the less efficient practice of issuing a check with a detailed paper listing of the employees whose wages were garnished. The Child Support Application Banking Convention also provides CSE entities with the means to transmit interstate Child Support Collections.

The convention forms the basis for remitting child support withholdings together with remittance detail about the payments using the National Automated Clearing House Association (NACHA) CCD+ format. Remittance detail for a single payment is conveyed in the 80 character Payment Related Information field of the single Addenda Record of the CCD+. All state child support entities must be capable of accepting employer originated child support withholding payments sent in the NACHA CCD+ format before October 1, 1997. Many states already have this capability.

An increasing number of states also allow employers to electronically remit these payments using the NACHA CTX format containing an Accredited Standards Committee (ASC) X12 820 Payment Order/Remittance Advice Transaction Set. Use of the CTX/820 enables an employer to combine multiple child support payments with remittance information in one transaction to a single receiving entity. With a maximum allowance of 9,999 Addenda Records, the CTX format allows the entire 820 transaction set to be "enveloped" within the ACH format. Table 1 of the ASC X12 820 conveys the gross payment amount, while Table 2 details information for each employee covered by that payment using the DED (Deduction) data segment. This segment conveys the same information as in the CCD+ convention, however, it does so within the structure of 820 transaction set.

A banking convention typically refers to standard format for the presentation of data within a single Addenda Record. When that convention is incorporated into the X12 standards, it is referred to as a data segment. This document depicts the status of the DED data segment of the ASC X12 820 as of version release 3050, published in December 1994 by the Data Interchange Standards Association (DISA).

## **II. BACKGROUND**

Increasing rates of divorce and single-parent families have focused a great deal of attention on the well-being of our nation's children, generating considerable activity in Federal and state government legislation and supporting agencies. Recognizing the changes occurring and the implications for our society, Congress established, in 1975, the Child Support Enforcement Program with the passage of Title IV-D of the Social Security Act. This program provided a federally-funded, state-based system for:

- establishing paternity;
- establishing child support orders;
- collecting support payments, and
- disbursing funds collected.

The Child Support Enforcement Program provides Title IV-D services to families receiving assistance under the Aid to Families with Dependent Children (AFDC), Foster Care, and Medicaid programs. Title IV-D services also encompass families who formerly received assistance under these programs and any other family who applies for IV-D services. As a group, these are typically referred to as "IV-D" cases. Private, attorney-based, child support cases are known "non-IV-D" cases.

Child support obligations collected for families in the AFDC and Foster Care programs are used to repay the government assistance the families have received under these programs. Child support obligations collected for families who are not receiving government assistance go directly to those families to help them remain self-sufficient.

Further changing the landscape of family legislation, amendments were made to the Child Support Enforcement Program in 1984 and 1988. A key provision of the Child Support Enforcement Amendments of 1984 was the requirement that states provide for mandatory income withholding in all IV-D cases whenever the amount passed due is equal to or greater than one month's worth of child support. The Family Support Act of 1988 and its implementing regulations went much further. They made income withholding the primary method for collecting child support obligations and mandated that states accept EFT transactions from employers. Under Public Law 103-35, enacted in 1995, the deadline for state compliance with the requirement that states operate automated statewide child support enforcement management information systems that accommodate EFT transactions was extended two years to October 1, 1997.

With some exceptions, the withholding requirements of this legislation were:

- After November 1, 1990 all new and adjusted Title IV-D child support orders require immediate income withholding;
- After January 1, 1994 all new non-IV-D cases also must provide for immediate income withholding.

The withholding transmission requirements are:

- By October 1, 1997 states must operate automated state-wide child support enforcement management information systems;
- These systems must be able to accept withholdings transmitted using EFT technology;
- These systems must be able to send and receive interstate child support collections transmitted using EFT technology;
- Employers are not required to send withholdings using EFT and EDI; however, states are required to support those technologies for employers who wish to use them.

With few exceptions, the result of this legislation is that after January 1, 1994, all new and adjusted child support cases are subject to immediate income withholding. This legislation applies to all cases. It applies to private child support cases as well as Title IV-D cases, whether or not the family ever received government assistance.

Income withholding has proven to be the most effective collection method available, bringing in 55% of all support collections for 1994 (the most recent year for which statistics are available).<sup>1</sup> While the benefits to taxpayers and children have been proven, mandatory income withholding has also resulted in an increased administrative burden on employers. It is estimated that within the next few years, employers and child support agencies may be required to process 25 to 50% more child support wage withholdings. For this reason, the value of the second component of the legislation, which requires that automated statewide child support enforcement systems be able to accept withholdings and send and receive interstate child support collections transmitted using EFT technology, is evident.

While the workload increases, the value of re-engineering manual, paper-based processes also increases for both employers and child support entities. Historically, an employer would have sent

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<sup>1</sup> Child Support Enforcement Nineteenth Annual Report to Congress; for the period ending September 30, 1994.

a check and an attached list detailing the non-custodial parents' names and the amount collected from each. In turn the entities had the laborious task of breaking down the paper lists received from hundreds or thousands of employers and updating the payment records for each non-custodial parent.

Recognizing the increased volume and opportunity to simplify the process, the Office of Child Support Enforcement (OCSE) sponsored pilot projects in Iowa and Nebraska, testing the use of EFT and EDI technology for transmitting income withholding. The pilots showed that EFT and EDI can eliminate the preparation and transmission of checks by employers, eliminate manual posting and deposit of checks by the child support enforcement entities, and reduce payment cycle time to less than two days.<sup>2</sup>

As a result of these efforts, OCSE is actively promoting the use of EFT and EDI by employers and the child support enforcement entities. OCSE established a work group to develop a standard EFT/EDI format. This work group was comprised of employers and financial institutions, as well as representatives of OCSE, state child support agencies and the payroll industry. Following approval of the recommended format, the format was distributed to the child support enforcement entities. It has also been approved for use in the American National Standards Institute (ANSI) ASC X12 standards as of version release 3050 of the 820 Payment Order /Remittance Advice.

### **III. PROCESS**

An employer is notified to withhold wages of a particular employee by an income withholding order or notice, generated either from a court or state or local child support enforcement agency. Federal and state child support enforcement agencies are in the process of piloting a standard income withholding order form to be used uniformly throughout the United States. The order or notice instructs the employer to withhold wages from one if its employees and serves as the employer's legal basis for doing so. The order or notice either provides the CSE entity's bank account information, case number, FIPS code, etc. for remitting payments and payment-related information or directs the employer where to call to obtain the necessary information.

If not specified on the income withholding order, the employer should contact the CSE entity that issued the order to determine which of the payment formats it is capable of receiving. All automated statewide systems must be capable of accepting child support payments made using the CCD+ format by October 1, 1997. Some states may also accept payments originated in the CTX format. The employer should also contact its financial institution to determine that institution's EDI and EFT capabilities, and seek assistance with formats, standards and technical requirements to implement this application.

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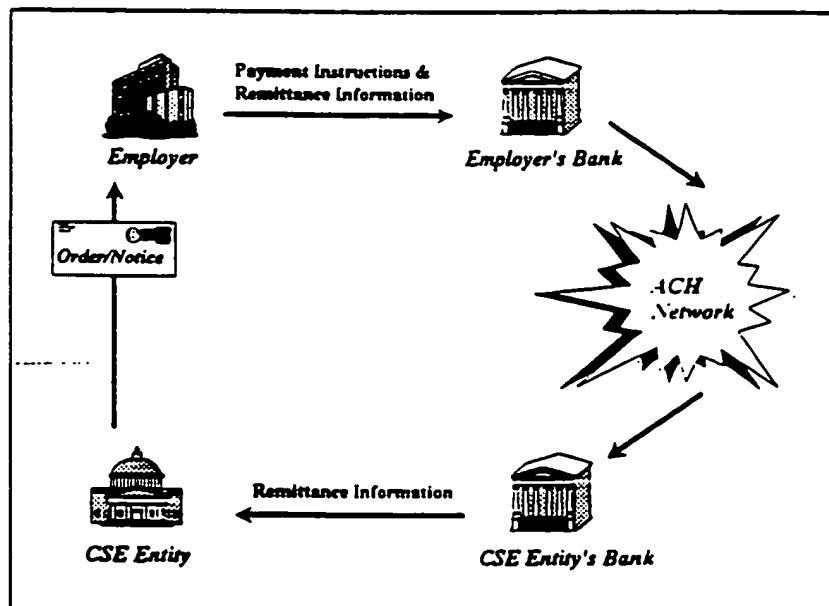
<sup>2</sup>Child Support Enforcement Nineteenth Annual Report to Congress, for the period ending September 30, 1994.

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In order to transfer the funds and data, the employer transmits the payment instructions and remittance information to its financial institution. The financial institution then originates the ACH entries to transfer the payments and remittance information through the ACH Network to the financial institution of the CSE entity (e.g., court, state or local agency) to which the payments must be sent. Once received, the CSE entity's financial institution posts the funds to the entity's account and provides the remittance information associated with those payments in the format agreed to with that entity.

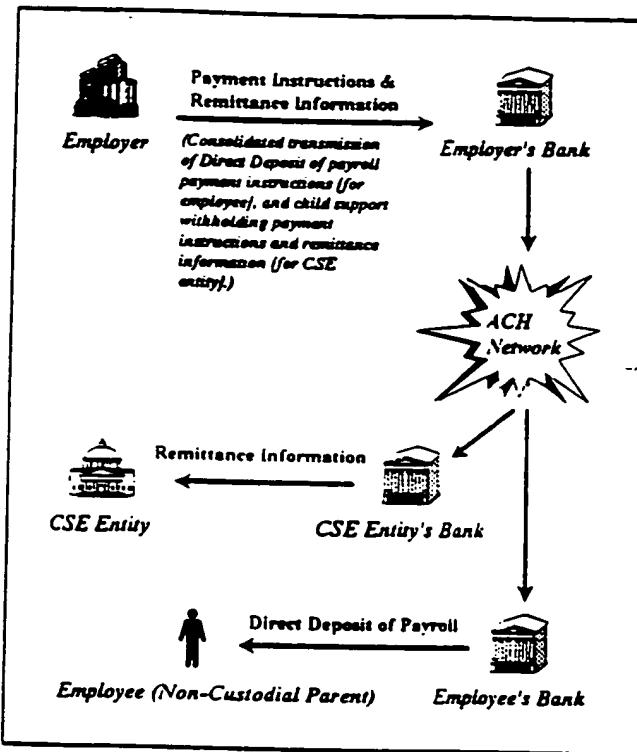
The CSE entity in turn updates its records and disburses the collection appropriately. If the custodial parent resides in a different state, the CSE entity will transfer the funds and payment data using EFT and EDI technology to the CSE entity in the appropriate jurisdiction for disbursement.

The following diagram illustrates the process between the employer and the CSE entity:

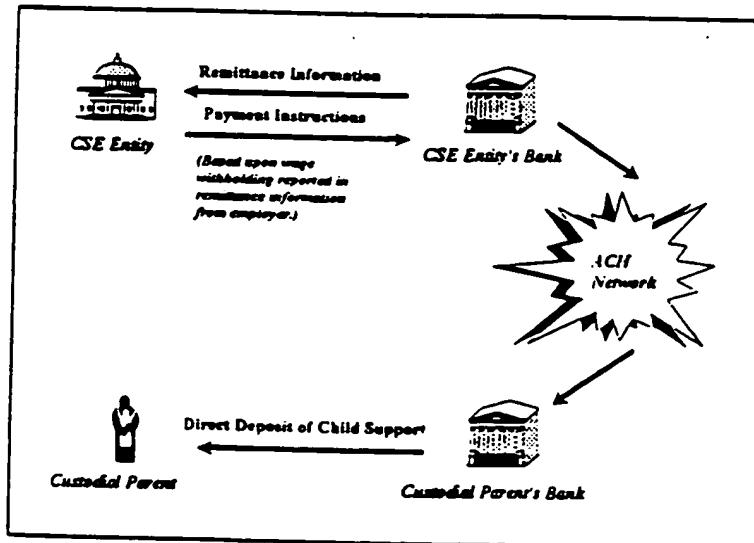


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The employer can take further advantage of EFT technology by consolidating the transmission of wage withholding for child support with its Direct Deposit of payroll as shown below:

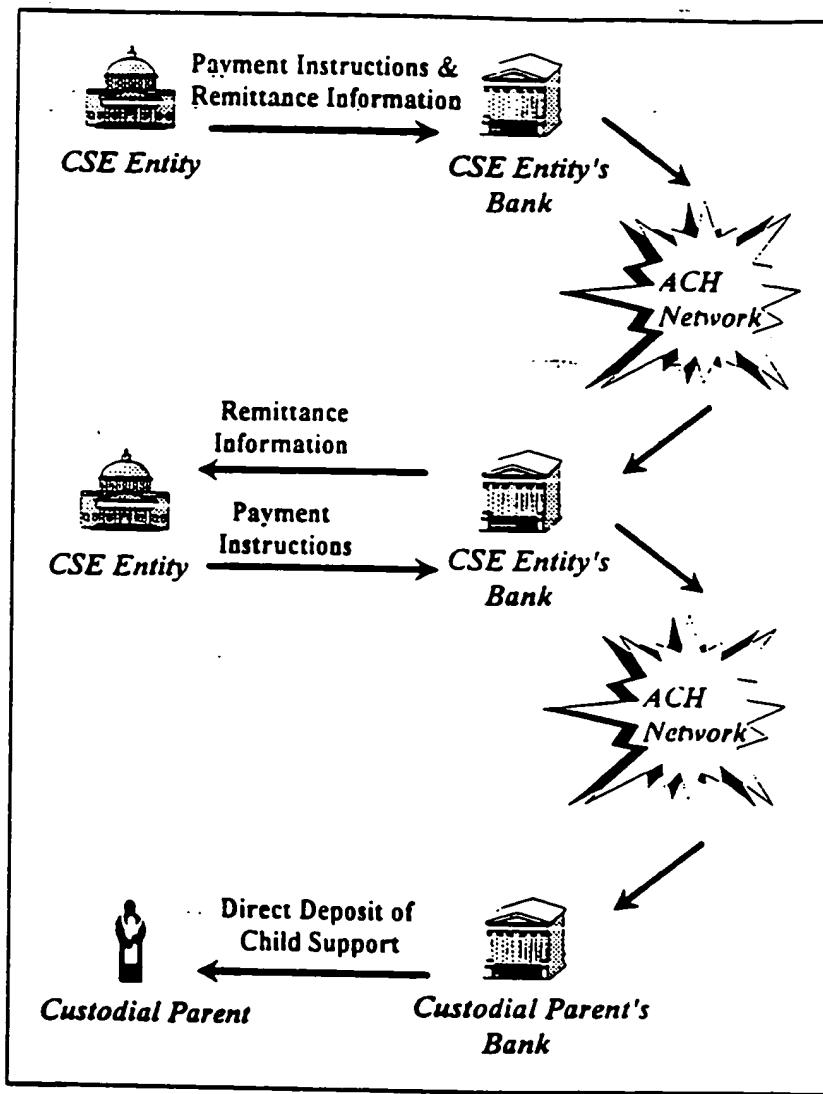


In addition, the child support enforcement entity and custodial parent can realize the benefits of EFT technology when Direct Deposit is used for the disbursement of child support payments:



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The following diagram illustrates the automated process used to transfer child support withholding if the custodial parent resides in another state:



#### IV. NACHA RECORD FORMATS

The rules and guidelines governing the formats, specifications and exchange of ACH entries are published by NACHA. With respect to the data that are contained in the Addenda Records of ACH formats, the *NACHA Operating Rules* stipulate the type of data that may be exchanged as well as which standards and formats are permitted, but the structure of the data contents is managed outside of the NACHA rules.

For example, the *NACHA Operating Rules* permit the exchange of NACHA-endorsed banking conventions within the Addenda Record of the CCD+ format, but groups such as the Bankers EDI Council develop and maintain banking conventions. Also, the rules permit the exchange of certain EDI messages or transaction sets (e.g., 820 Payment Order/Remittance Advice) within the Addenda Records of the CTX format, and X12 syntax-based data segments within the Addenda Records of the CCD+ and PPD+ formats, but those standards are developed and maintained by other standards development organizations, such as ASC X12 and UN/EDIFACT.

The following record formats are used to convey entries through the ACH Network:

- File Header Record
- Company/Batch Header Record
- Entry Detail Record
- Addenda Record
- Company/Batch Control Record
- File Control Record

An ACH file is bounded by one File Header Record and one File Control Record, which serve to facilitate transmission, identification and balancing of the file. A file may be comprised of one or more batches, which are denoted by the Company/Batch Header Record and Company/Batch Control Record. These records contain information specific to all of the Entry Detail Records contained within that batch. A batch may house one or more Entry Detail Records that share certain aspects as explained in the *NACHA Operating Rules*. The Entry Detail Record is the record that constitutes the payment order and is used within the banking system to execute EFT and settlement. An Addenda Record is used to supply additional payment related information related to the payment issued in the Entry Detail Record. Each Addenda Record includes an 80 position Payment Related Information Field within which this remittance detail is transmitted.

The CCD and CTX payment formats are used within the ACH Network to conduct the transfer of funds between business or government entities. To exchange data along with payments using EDI technology, Addenda Records are used. Under the *NACHA Operating Rules*, a CCD format may be accompanied by only one Addenda Record, which may carry X12 data segments or elements or NACHA-endorsed banking conventions. A CCD entry accompanied by an Addenda Record is referred to as a CCD+. The CTX format allows for the provision of 9,999 Addenda Records, which may be used to carry certain X12 transaction sets or UN/EDIFACT message in their entirety.

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The NACHA record formats for CCD+ entries flow in the following order:

File Header Record  
Company/Batch Header Record  
Entry Detail Record  
    Addenda Record (1 addenda with 80 byte Payment Related Information Field)  
Entry Detail Record  
    Addenda Record (1 addenda with 80 byte Payment Related Information Field)  
Entry Detail Record  
    Addenda Record (1 addenda with 80 byte Payment Related Information Field)  
Entry Detail Record  
    Addenda Record (1 addenda with 80 byte Payment Related Information Field)  
Company/Batch Control Record  
File Control Record

The NACHA record formats for CTX entries flow in the following order:

File Header Record  
Company/Batch Header Record  
Entry Detail Record  
    Addenda Record (up to 9,999 addenda with 80 byte Payment Related Information Field)  
    Addenda Record  
    Addenda Record  
    Addenda Record  
    Addenda Record  
Entry Detail Record  
    Addenda Record (up to 9,999 addenda with 80 byte Payment Related Information Field)  
    Addenda Record  
    Addenda Record  
    Addenda Record  
    Addenda Record  
    Addenda Record  
Company/Batch Control Record  
File Control Record

Following are the layouts for the NACHA Entry Detail and Addenda Records used with the CCD+ and CTX formats. To obtain a full citation of the rules, specifications and formats for the ACH Network, refer to the *NACHA Operating Rules*.

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## CCD ENTRY DETAIL RECORD

FIELD	1	2	3	4	5	6	7	8	9	10	11
DATA ELEMENT NAME	RECORD TYPE CODE	TRANSACTION CODE	RECEIVING DFI IDENTIFICATION	CHECK DIGIT	DFI ACCOUNT NUMBER	AMOUNT	IDENTIFICATION NUMBER	RECEIVING COMPANY NAME	DISCRETIONARY DATA	AGENDA RECORD INDICATOR	TRACE NUMBER
Field Inclusion Requirements	M	M	M	M	R	M	O	R	O	M	M
Contents	5	Number	PTTAAALLA	Numeric	Alphanumeric	111111111111	Alphanumeric	Alphanumeric	Alphanumeric	Number	Numeric
Length	1	2	3	1	17	10	15	22	2	1	15
Position	1-31	02-03	24-25	2-12	13-29	30-39	40-54	55-70	77-78	79-79	80-94

## CTX ENTRY DETAIL RECORD

FIELD	1	2	3	4	5	6	7	8	9	10	11	12	13
DATA ELEMENT NAME	RECORD TYPE CODE	TRANSACTION CODE	RECEIVING DFI IDENTIFICATION	CHECK DIGIT	DFI ACCOUNT NUMBER	TOTAL AMOUNT	IDENTIFICATION NUMBER	NUMBER OF RECEIVING COMPANY RECORDS	RECEIVING COMPANY NUMBER	RESERVED	DISCRETIONARY DATA	ADDENDA RECORD INDICATOR	TRACE NUMBER
Field Division Requirements	M	M	M	M	R	M	O	M	Q	N/A	O	M	M
Contents	5	Numeric	TTTAAALLL	Numeric	Alphanumeric	SSSSSSSSSS	Alphanumeric	Numeric	Alphanumeric	Blank	Alphanumeric	Numeric	Numeric
Length	1	2	3	1	17	10	15	4	16	2	2	1	15
Position	01-01	02-03	04-11	12-12	13-29	30-39	40-54	55-58	59-74	75-76	77-78	79-79	80-84

**ADDENDA RECORD**

FIELD	1	2	3	4	5
DATA ELEMENT NAME	RECORD TYPE CODE	ADDENDA TYPE CODE	PAYMENT RELATED INFORMATION	ADDENDA SEQUENCE NUMBER	ENTRY DETAIL SEQUENCE NUMBER
Add Inclusion Requirements	M	M	O	M	M
Contents	7	25	Alphanumeric	Numeric	Numeric
Length	1	2	60	4	7
Position	01-01	02-03	04-03	04-07	05-04

## V. CHILD SUPPORT APPLICATION BANKING CONVENTION

Within the 80 position Payment Related Information File of the CCD+ Addenda Record, remittance information corresponding to the child support payment originated from one CSE agency to another is presented in the following banking convention. This convention is referred to as the 'DED' Deduction data segment under ASC X12 syntax and is composed of ten fields:

- Segment Identifier
- Application Identifier
- Case Identifier
- Pay Date
- Payment Amount
- Non-Custodial Parent Social Security Number
- Medical Support Indicator
- Non-Custodial Parent Name
- FIPS Code
- Employment Termination Indicator

Each of these fields is referred to as a data element, which is the smallest named item in a record. It can represent a qualifier, a value, or text. A data element has three primary attributes - length, field requirement, and type. Each data element is identified by an element identifier used for reference (e.g., DED01, DED02, etc.) and each element has a specific position within the record (segment). In constructing the segment, each data element (except for the first) is preceded by the separator character. In the ACH Network, the data element separator is an asterisk ('\*'). Each segment must end with a terminator, which in the ACH Network is a backslash ('\').

The following is an example of the DED segment as used in the Payment Related Information field of the Addenda Record:

DED\*application identifier\*case identifier\*pay date\*payment amount\*non-custodial parent  
ssn\*medical support indicator\*non-custodial parent name\*FIPS code\*employment termination  
indicator\

Note the use of the asterisk ('\*') and backslash ('\').

Data elements in a segment are either mandatory or optional. Data elements in a segment that are not mandatory as defined by the standard may be omitted. The omission of an optional element is noted by the placement of an asterisk in the place of that element. For example, if non-custodial parent name were to be omitted from the segment, it would look like this:

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**DED\*application identifier\*case identifier\*pay date\*payment amount\*non-custodial parent  
ssn\*medical support indicator\*\*FIPS code\*employment termination indicator\**

Also, if an optional data element is the last data element in a segment, and that field is not being used, the preceding asterisk is replaced by the backslash. For example, if the employment termination indicator is omitted from the segment, it would look like this:

**DED\*application identifier\*case identifier\*pay date\*payment amount\*non-custodial parent  
ssn\*medical support indicator\*non-custodial parent name\*FIPS code\**

The following grid delineates the format for the DED Segment (Convention) for interstate payments:

**DED CHILD SUPPORT SEGMENT/CONVENTION FOR INTERSTATE PAYMENTS**

Element	Comments	Content	Attributes		
			1	2	3
	Segment Identifier	DED	M	ID	3/3
DED01	Application Identifier	XX	M	ID	2/2
DED02	Case Identifier	XXXXXXXXXX	M	AN	1/20
DED03	Pay Date	YYMMDD	M	DT	6/6
DED04	Payment Amount	\$\$\$\$\$\$\$CC	M	N2	1/10
DED05	Non-Custodial Parent Social Security Number	XXXXXXXXXX	M	AN	9/9
DED06	Medical Support Indicator	X	M	AN	1/1
DED07	Non-Custodial Parent Name	XXXXXXXXXX	O	AN	1/10
DED08	FIPS Code	XXXXXXX	O	AN	5/7
DED09	Employment Termination Indicator	X	O	AN	1/1

**SAMPLE DED SEGMENT**

**DED\*II\*ZC146\*951024\*135.47\*975348431\*W\*SMITH,HARR\*TX99999\*Y\**

(Reminder: due to the one-addenda limitation of the CCD+ format, the DED segment is restricted

to a maximum of 80 characters. Note the use of the asterisk and backslash.)

The column headings used on the grid are as follows:

- Element defines the data element name
- Comments and Content define the data element
- Attributes are defined as follows
  - 1. **Field Requirement** - The first column of the attributes is the field requirement for that data element. An 'M' denotes a mandatory element, whereas an 'O' denotes an optional element.
  - 2. **Data Type** - The second column of the attributes specifies the field data type.  
  
‘AN’ denotes a string type data element. Contents of string data elements are a sequence of letters, digits, spaces and/or special characters (with the exception of the asterisk and backslash). The contents must be left-justified. Trailing spaces should be suppressed unless they are necessary to satisfy a minimum length requirement.  
  
‘DT’ denotes a date type data element. Format for the date is YYMMDD. YY is the last two digits of the year (00-99), MM is the numeric value of the month (1-12), and DD is the numeric value of the day (1-31).  
  
‘ID’ denotes an identifier data element from a pre-defined list of values.  
  
‘N2’ denotes a numeric type data element with two decimal places to the right of a fixed implied decimal point. The decimal point is not transmitted. It is intended that this number will always be positive for the child support application banking convention. Thus the amount, \$135.47 would appear as \*13547\*.
  - 3. **Length** - The third column of the attributes signifies the minimum/maximum use of an element. This specifies the minimum and maximum length of a particular field. For example, 1/6 indicates that this data element must be at least one character, but not more than six.

## **ELEMENT DEFINITIONS**

### **DED01 Application Identifier:**

Supported Code Values:

- 'CS' Income Withholding from Employers
- 'II' Interstate Income Withholding
- 'IT' Interstate State Tax Offset
- 'IO' Interstate All Others
- 'RI' Interstate Cost-Recovery Income Withholding
- 'RT' Interstate Cost-Recovery State Tax Offset
- 'RO' Interstate Cost-Recovery All Others

The application identifier indicates the type of collection being transmitted. The codes 'CS', 'II', 'IT', 'IO', 'RI', 'RT' and 'RO' are solely for the of CSE agencies when transferring contributions interstate to another CSE agency. When the CSE agency originating the interstate transaction practices cost recovery from the family, it must use either 'RI', 'RT' or 'RO', as appropriate to the source of the payments, so that the CSE agency receiving the transaction is alerted that the payment amounts in the Entry Detail and Addenda Records do not agree.

**NOTE:** States that practice cost recovery from the family must use the CCD+ format.

### **DED02 Case Identifier:**

The case identifier element is the IV-D case number or court order number. The case identifier always refers to the identification number of the case in the state receiving the EFT/EDI transaction (e.g., the child support receiving agency). This is true whether the transaction is from an employer or another state. The child support receiving agency determines which to use.

### **DED03 Pay Date:**

The pay date element provides the obligor's (non-custodial parent) pay date or the date of the income withholding (i.e., the date the funds were withheld by the employer).

### **DED04 Payment Amount:**

The payment amount element indicates the collection amount or the non-custodial parent's withholding amount for this pay period being paid to the child support receiving agency. When the State originating the transaction practices cost recovery from the family, the actual amount of funds to be disbursed to the custodial parent should be read from the Entry Detail Record

(Amount Field #6 of the CCD+ format and Total Amount Field #6 of the CTX format), however, the CSE agency receiving the transaction should use the Payment Amount field (DED04) from the addenda record segment/convention to record the total amount collected from the non-custodial parent.

**DED05 Non-Custodial Parent Social Security Number:**

The non-custodial parent Social Security Number element provides the CSE agency receiving the transaction with the non-custodial parent's Social Security Number.

**DED06 Medical Support Indicator:**

**Supported Code Values:**

- 'Y' Yes
- 'N' No
- 'W' Not Applicable

The medical support indicator indicates whether the non-custodial parent has family medical insurance coverage available through their employer. If medical insurance coverage is available through his/her employer, a 'Y' is used; if there is no coverage available, an 'N' is used. When used to transfer interstate payments between CSE agencies, this indicator may have no relevance to certain contribution sources, such as tax offsets and lottery proceeds. In such instances, the indicator value 'W' should be used.

**DED07 Non-Custodial Parent Name:**

The non-custodial parent name element indicates the first seven letters of the non-custodial parent's last name followed by the first three letters of the non-custodial parent's first name. A comma must be used to separate the last name from the first name when the last name is less than seven characters.

**DED08 FIPS Code:**

The Federal Information Process Standard (FIPS) code refers to the FIPS Code of the child support entity receiving the transaction. It is five characters when indicating both the state and county codes. It is seven characters when indicating state, county, and local codes.

**DED09 Employment Termination Indicator:**

**Supported Code Value:** 'Y'

The employment termination indicator is used to notify the CSE agency that an individual's employment has terminated. A 'Y' is placed in this field if the employee has been terminated; otherwise the field is not used. The payment amount field may contain zero when this field is used.

## VI. THE COMPANY/BATCH HEADER RECORD AND INTERSTATE PAYMENTS

When interstate child support payments are exchanged among CSE agencies, the CSE agency originating the transaction must use the Company Entry Description Field #7 of the NACHA Company Batch Header Record format to identify its state, territory or special district jurisdiction. State CSE Agencies receiving these transactions frequently need to know the origin of the funds. The two-character U.S. Postal Code of the originating state followed by the FIPS Code of the CSE agency originating the transaction must be input into this field (left justified) as XXXXX, without spaces between the postal and FIPS codes. CSE agencies receiving interstate payments are advised to consult their respective financial institutions to ensure access to this data when receiving the payment related information from the Addenda Record, as not all financial institutions pass on the Company/Batch Header Record to the receiver.

### COMPANY/BATCH HEADER RECORD

FIELD	1	2	3	4	5	6	7	8	9	10	11	12	13
DATA ELEMENT NAME	RECORD TYPE CODE	SERVICE CLASS CODE	COMPANY NAME	DISCRETIONARY DATA	COMPANY IDENTIFICATION	STANDARD ENTRY CLASS CODE	COMPANY ENTRY DESCRIPTION	COMPANY DESCRIPTIVE DATE	EFFECTIVE ENTRY DATE	SETTLEMENT DATE (JULIAN)	ORIGINATOR STATUS CODE	ORIGINATING CFI IDENTIFICATION	BATCH NUMBER
Field inclusion requirements	M	M	M	C	M	M	M	O	R	inserted by ACM Operator	M	M	M
Content	1	2	3	4	5	6	7	8	9	10	11	12	13
Length	3	16	22	2	2	3	10	6	6	3	1	2	7
Position	1-1	23-24	05-20	21-42	41-50	51-53	54-63	64-68	70-75	76-78	79-79	80-84	85-94

### SAMPLE COMPANY ENTRY DESCRIPTION FIELD #7

TX99999

(This payment originated in Texas (TX) and the FIPS Code of the CSE entity originating the payment is 99999. The field is left justified and there is no space between the state and case FIPS code.)

## VII. USING THE CTX FORMAT/ASC X12 820 PAYMENT/ORDER REMITTANCE ADVICE

At a minimum, state child support entities are required to send and receive interstate child support collections in the NACHA CCD+ format by October 1, 1997. Many states already have this capability. An increasing number of states are capable of sending and receiving these payments made using the CTX format containing the ASC X12 820 transaction set. As indicated previously, the CTX format may have up to 9,999 Addenda Records associated with each Entry Detail Record, thus greatly expanding the reporting potential. Going forward, the number of child support entities supporting the CTX/820 option will rise; therefore, a state should check with the child support enforcement entity receiving the payment to determine if it can receive and process the CTX/820.

The Addenda Record of the CTX format containing the ASC X12 820 transaction set used to send child support payments would typically be comprised of the following data segments:

**NOTE:** States which practice cost recovery from the family must use the CCD+ format.

**ISA Interchange Control Header:** (mandatory)

A control segment used to start and identify an interchange of zero or more functional groups and interchange-related control segments.

**GS Functional Group Header:** (mandatory)

Control segment used to indicate the beginning of a functional group and to provide control information.

**ST Transaction Set Header:** (mandatory)

Control segment used to indicate the start of a transaction set and to assign a control number (e.g., ST\*820 selects the 820 transaction set).

**BPR Beginning Segment for Payment Order/Remittance Advice:** (mandatory)

Segment used to indicate the beginning of a Payment Order/Remittance Advice Transaction set and total payment amount or to enable related transfer of funds and/or information from payer to payee to occur. This segment identifies the dollar value of the payment along with the bank routing information.

**TRN Trace:** (optional)

Segment used to uniquely identify a transaction to an application; identifies the transaction

reference number.

**REF Reference Numbers:** (optional)

Segment used to specify identifying numbers; provides additional reference information.

**N1 Name:** (optional)

Segment used to identify a party by type of organization, name and code; provides name information.

**DED Deduction:** (mandatory)

Segment used to specify payment information for child support payment deductions; provides the child support payment information (refer to DED segment grid); more than one DED segment may be conveyed in the transaction. The DED segment is optional within the 820 transaction set, but it must be used for the purpose of exchanging child support payments and payment information.

**SE Transaction Set Trailer:** (mandatory)

Control segment used to indicate the end of the transaction set and provide the count of the transmitted segments (including the beginning (ST) and ending (SE) segments).

**GE Functional Group Trailer:** (mandatory)

Control segment used to indicate the end of a functional group and to provide control information.

**IEA Interchange Control Record:** (mandatory)

Control segment used to define the end of and interchange of one or more functional groups or interchange-related control segments, or a combination of functional groups and interchange control segments..

The above summary of data segments used within the 820 transaction set do not specify the data elements used within each of the segments. The DED segment is the same as within the CCD+ format Addenda Record, however, additional segments are used to construct the full 820 transaction set and exchange it in an EDI environment. Please consult ASC X12 standards documentation and the *820 Implementation Guides* published by the Bankers EDI Council for detailed standards and implementation information and instructions.

## VIII. ADDITIONAL INFORMATION

Child Support Enforcement entities and financial institutions needing additional information are advised that an array of sources are available. First and foremost, employers are encouraged to contact their financial institutions to determine how to get started in EDI and EFT. NACHA and its family of local ACH Associations across the country can be of assistance in obtaining additional information and locating EDI capable financial institutions. The Data Interchange Standards Association (DISA), as the secretariat of ASC X12, is the primary source of X12 syntax standards. The American Payroll Association (APA) and Treasury Management Association (TMA) are also valuable sources of information on child support and other EDI and EFT matters. Provided is a list of key contact telephone numbers:

### Associations

National Automated Clearing House Association (NACHA)	
& Bankers EDI Council (e-mail: bedic@nacha.org)	(703)742-9190
American Payroll Association	(212)686-0230
Data Interchange Standards Association (DISA)	(703)548-7005
Treasury Management Association (TMA)	(301)907-2862

### Federal Government On-line Access

The Administration for Children and Families (ACF) of the U.S. Department of Health and Human Services operates a computerized bulletin board service (ACF BBS) that can be accessed by users from across the country by calling a toll-free 800 number (1-800-627-8886) with a computer-based communications software program. The ACF BBS is available 24 hours a day, 7 days a week. By accessing the ACF BBS, users can:

- leave messages and information requests for ACF staff;
- download ACF fact sheets and press releases, and
- download files of interest to the child support enforcement community.

The ACF BBS is a menu-driven system with on-screen, context-sensitive help available at the touch of a button. In addition, ACF BBS users may call the system operator (SYSOP) for help and to determine interface requirements at (202)401-5682.

### State Child Support Enforcement Offices

	<u>Toll Free</u>	<u>CSE Number</u>
Alabama	1(800)284-4347	(205)242-9300

*Child Support Application Banking Convention: A Guide for CSE Entities & Their Financial Institutions*

	<u>Toll Free</u>	<u>CSE Number</u>
Alaska	1(800)478-3300	(907)269-6900
Arizona	1(800)543-7383	(602)252-4045
Arkansas	1(800)264-2445	(501)682-8398
California	1(800)952-5253	(916)654-1532
Colorado		(303)866-5994
Connecticut	1(800)228-KIDS	(203)566-1830
Delaware		(302)577-4863
Florida	1(800)622-KIDS	(904)922-9590
Georgia	1(800)227-7993	(404)657-3851
Guam		011 (671)475-3360
Hawaii		(808)587-3698
Idaho	1(800)356-9868	(208)334-5710
Illinois	1(800)447-4278	(217)524-4602
Indiana	1(800)622-4932	(317)232-4894
Iowa		(515)281-5580
Kansas		(913)296-3237
Kentucky	1(800)248-1163	(502)564-2285
Los Angeles		(213)889-2991
Louisiana	1(800)256-4650	(504)342-4780
Maine	1(800)371-3101	(207)287-2886
Maryland	1(800)332-6347	(410)767-7619
Massachusetts	1(800)332-2733	(617)246-0774
Michigan		(517)373-7570
Minnesota		(612)296-2542
Mississippi	1(800)345-6347	(601)359-4500
Missouri	1(800)859-7999	(314)751-4301
Montana	1(800)346-5437	(406)444-4614
Nebraska	1(800)831-4573	(402)471-9103
Nevada	1(800)992-0900	(702)687-4744
New Hampshire		(603)271-4426
New Jersey	1(800)621-KIDS	(609)588-2915
New Mexico	1(800)432-6217	(505)827-7200
New York	1(800)342-3009	(518)474-9081
North Carolina	1(800)992-9457	(919)571-4114
North Dakota	1(800)755-8530	(701)328-3582

	<u>Toll Free</u>	<u>CSE Number</u>
Ohio	1(800)686-1556	(614)752-6561
Oklahoma	1(800)522-2922	(405)522-5871
Oregon	1(800)850-0228	(503)373-1698

*Child Support Application Banking Convention: A Guide for CSE Entities & Their Financial Institutions*

Pennsylvania	1(800)932-0211	(717)787-3672
Puerto Rico		(809)722-4731
Rhode Island	1(800)922-0536	(401)277-2847
South Carolina	1(800)768-5858	(803)737-5870
South Dakota		(605)773-3641
Tennessee	1(800)874-0530	(615)741-2441
Texas	1(800)252-8014	(512)463-2181
Utah	1(800)257-9156	(801)536-8500
Vermont	1(800)786-3214	(802)241-2713
Virgin Islands		(809)774-5666
Virginia	1(800)468-8894	(804)692-1428
Washington	1(800)457-6202	(360)586-3162
Washington, D.C.		(202)724-8800
West Virginia	1(800)634-4419	(304)558-3780
Wisconsin		(608)266-9909
Wyoming	1(800)457-3659	(307)777-7631

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